

I373.27
I29g
c.3

3575550

Guidelines for Vocational Work-Study

State Board of Education
Illinois Office of Education

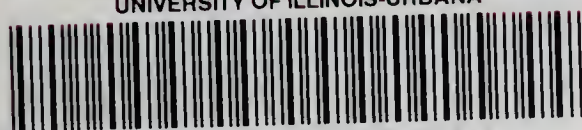
Joseph M. Cronin
State Superintendent of Education

ILLINOIS DOCUMENTS

AUG 26 1977

ILLINOIS STATE LIBRARY

UNIVERSITY OF ILLINOIS-URBANA



3 0112 122601351

GUIDELINES FOR VOCATIONAL WORK-STUDY

Financial Assistance Program

Work-Study is a financial assistance, non-credit program authorized by the Education Amendments of 1976. The program provides employment opportunities for needy vocational education students. Their wages help them to remain in school and to pursue vocational studies. Work-Study differs from cooperative occupational education, a credit program, which provides on-the-job training and related classroom instruction. A Work-Study program may be provided during the summer months as well as the regular school year.

State Administrative Agency

The Department of Adult, Vocational and Technical Education (DAVTE) of the Illinois Office of Education administers funds for the Work-Study program in Illinois. Administrative procedures comply with the regulations of the Education Amendments of 1976, the provisions of the State Plan for Vocational and Technical Education in Illinois and the policies of the Illinois Office of Education.

Local Administrative Agency

Local public educational agencies at secondary and post-secondary levels of education may apply to DAVTE for approval to administer Work-Study programs. DAVTE gives priority to applications submitted by local agencies on the basis of established criteria in compliance with mandates of the Act.

A secondary school district shall be located in a geographic area having an unemployment rate above the prevailing state average and have a student dropout rate above the state average in grades 9-12.

A public community college district is eligible if a majority of its students are residents of counties having an unemployment rate above the state average.

Funding of Program

When applying for approval of a Work-Study program, a local educational agency shall submit a projected budget for wages to be paid to students. If the total funds requested by all eligible educational agencies exceed the federal monies available, DAVTE will approve an amount for each budget on a prorated basis.

The rate of reimbursement is 80% of the local educational agency's expenditures within the approved budgeted amount.

The local educational agency shall utilize federal funds only for wages paid to students. The cost of administration shall be supported by non-federal funds.

The local educational agency may not utilize Work-Study funds to compensate students for wages earned in a cooperative occupational education program for which credit is received.

In each fiscal year during which the Work-Study program remains in effect, the local educational agency shall maintain its effort to financially support the program. The agency shall expend for students' wages an amount (state and/or local funds) which is at least equal to the average annual expenditure for Work-Study programs of a similar nature during the previous three fiscal years.

Student Employer

The student shall be employed by either the local educational agency or some other public or non-profit agency or institution pursuant to a written agreement with the local educational agency.

Courts, hospitals, mental institutions, libraries, housing commissions, welfare agencies, and fire, police, and health departments are examples of public agencies which may employ students.

If the employer is a federal agency or institution, the written agreement shall state that the Work-Study student is not a federal employee for any purpose.

The employer shall not replace a present employee with a student worker.

The employer should be selected on the basis of the following criteria:

- *will provide adult supervision
- *will comply with federal, state and local regulations affecting minors
- *is conveniently located
- *will cooperate whenever possible in making the work situation a learning experience related to the occupational interest of the student

Student Eligibility

A student who meets the following qualifications is eligible to participate in Work-Study programs:

- *needs earnings from employment to commence or continue a vocational education program
- *is at least 15 years of age and less than 21 years at the beginning date of employment
- *is either currently enrolled in or preregistered for a vocational education class which is approved for funding by DAVTE
- *is capable of maintaining good standing in the vocational education program while employed under the Work-Study program

Selection of Student Participants

A faculty committee may be helpful in suggesting and screening applicants for the Work-Study program. In determining whether a student is financially needy, consideration should be given to the family income, the number of family members, and other circumstances contributing to financial need. A student from a family receiving Aid to Dependent Children may automatically be considered in financial need.

Each applicant shall complete an application for participation in the Work-Study program. This

application must be on file in the school office for audit purposes.

Placement of Students

The local educational agency may provide many jobs for students helping teachers, coaches, librarians, nurses, custodians, food service workers, office staff, and maintenance personnel.

Whenever possible, students should be placed in jobs related to their vocational interests and educational program. For example, students interested in marketing might sell school supplies in the school's store. Horticulture students might utilize their skills as grounds maintenance workers for the school or a park district. Office occupations students might work in offices of the school and other public agencies where they can be assigned many activities—answering the phone, typing, duplicating, record keeping, and selling tickets. Students in building trades might function with building maintenance personnel. Health occupations students might be employed by public health agencies, and home economics related occupations students by social welfare agencies or by institutions providing food service. Auto mechanics students might work with the bus maintenance personnel.

Students shall be placed in agencies which have adequate safety policies and take reasonable precautions to assure the safety of employees.

Federal and state laws relative to placement of students must be observed. Provisions of the Child Labor Bulletin No. 101, a publication of the U. S. Department of Labor, and the Child Labor Law, a publication of the State of Illinois provide information on the placement of minors in hazardous occupations and special exemptions for student learners in a vocational program.

Hours Worked and Wages

The amount of financial assistance to be provided for a student may be based on the amount of money needed for clothes, carfare, lunches, participation in school activities, and other personal necessities.

The total hours of school and work shall not exceed the number of hours permissible under state and/or federal laws for the particular age group involved.

No student shall be employed under a Work-Study program for more than 20 hours in any week when classes in which the student is enrolled are in session.

Provisions shall be made for a work permit for each 15 year old student and a proof of age certificate for each student in the 16 through 20 age group.

Wages paid shall meet or may exceed the minimum rate as required by prevailing wage laws. The rate shall not exceed the rate prevailing in the area for persons performing similar duties.

Wages shall be paid on a regular basis as determined by the local educational agency or other public employer.

Wages paid to students are not subject to social security deductions if they perform services for the school district in which they are enrolled at the time the services are rendered. Students' wages are subject to social security deductions if they perform services for another school district or for some other public agency or institution.

If a public agency other than the local educational agency is the employer, that agency should pay the student and be reimbursed as agreed upon by the two agencies.

Federal Work-Study funds may not be used for wages paid to students in a cooperative occupational program for which school credit is granted.

Supervision

The local educational agency should appoint an energetic, capable, dedicated person to supervise the Work-Study program. The person should have recent experience working with the 15 through 20 year age group and should understand the world of work. The person should have numerous contacts

in the school and community and be able to communicate well with people.

The supervisor should have adequate counseling and coordination time for the program. The supervisor has responsibility for the following activities:

- *selection of students
- *selection of job sites
- *placement of students
- *negotiation of agreements with employees
- *negotiation of a Work-Study Training Memorandum for each student
- *counseling and supervising students
- *maintenance of records
- *evaluation

A local advisory committee may be beneficial to the administrative agency and the program supervisor. In addition to the supervisor and a school administrator, membership might include representatives for public institutions, community organizations, social welfare agencies, police departments and special youth committees.

Records

The local administrative agency shall keep the following information on each Work-Study student:

- *student application form
- *Work-Study Training Memorandum
- *record of work permit or age certificate issued
- *record of hours worked and wages received

For audit purposes, vouchers shall be available to substantiate the number of hours worked and disbursements made. Compensation to students shall be supported by canceled checks.

Evaluation

The administrative agency should periodically evaluate the program to determine its effectiveness in terms of the program objective.

The immediate supervisor (employer) of the student should periodically evaluate the job performance of the student worker and make it known to the Work-Study supervisor.

Program information may be obtained from the Department of Adult, Vocational and Technical Education, 100 North First Street, Springfield, Illinois 62777. Telephone: (217) 782-4870

